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040855

4 August 1955

MEMORANDUM FOR: Executive Officer, Office of Personnel

SUBJECT

: Annual Report *RECORDS AND SERVICES*  
*DIVISION*

Attached is the Annual Report for the Records and Services Division containing the accomplishments, developments, objectives, and budget needs in accordance with the instructions set forth in the Director of Personnel's memorandum dated 11 July 1955.

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Chief, Records and Services Division

Attachment (1)

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ANNUAL REPORT

SECTION 1. Major Accomplishments and Significant Development during  
1 July 1954 - 30 June 1955.

A. Central Processing Branch

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2. Central Processing has added to its functions the scheduling of PCS returnees (from overseas) for the CIA Review Lectures, the assisting of the Career Selection Staff in obtaining written acceptance from persons selected for Career Service membership, the reporting to DD/P of the movement of personnel going to and returning from overseas posts, the briefing of adult dependents who are to accompany Agency personnel abroad, and the advising of travelers with regard to the employee services available within the Agency.

3. Statistics

1953-54

1954-55

Travel Orders Received  
Total Number of Interviews  
Conducted  
Check-Outs (Departees):  
Staff Employees  
Agent Personnel  
Dependents (non-concurrent travel)  
Local  
Out of Town  
ETA Cables Prepared  
Reservations Procured:  
Foreign  
Domestic  
Number of Domestic Travelers  
Processed  
Transportation Requests Issued



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\*Functions not under the Central Processing Branch at that time.

B. Correspondence Branch

1. Approximately 50% of the 156 form and sample letters have been revised to simplify and personalize correspondence as well as to reflect changing policy and procedures. Eight form and/or sample letters were declared obsolete and sixteen new form letters were set up.

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- 2 -

2. As a result of the Management Survey, a new Flexowriter has been obtained for this Branch which should provide more coverage and increased efficiency in the operation of the Correspondence Branch.

3. During the period 1 July 1954 - 30 June 1955, 36,261 letters were prepared and dispatched.

### C. Employee Services Branch

1. In order to consolidate fund-raising activities into a single campaign, a staff study was prepared by this Branch recommending that it be approved. The recreation program has been expanded and a recreation officer and an assistant have been acquired to meet this need.

2. In addition to the initiation of a car pool service, this Branch has also standardized bulletin board notices to a 30 day limitation with monthly inspections, placed vending machines in Curie Hall, obtained Credit Union courtesy cards for EOD's with 60 day check cashing privileges, and worked steadily on the Payroll Savings Plan and the expanded year-round blood donations program.

### 3. Statistics

Housing	
Requests for housing assistance.....	478
Listings of available housing.....	401
Advance reservations for EOD's.....	204
Education	
Requests for assistance (estimate).....	49
Blood Donor Program	
Agency Donors.....	1,316
Requests for blood.....	16
Red Cross requests for special blood type.....	4
Fund-raising Campaigns	
American-Korean Foundation.....	\$ 1,450.33
Community Chest Foundation.....	45,599.21
Arthritis and Rheumatism.....	120.12
March of Dimes.....	1,257.76
Washington Heart Association.....	1,139.92
Crusade for Freedom.....	272.64
American National Red Cross.....	15,332.37
American Cancer Society.....	2,015.52
D. C. Society for Crippled Children, Inc.....	453.86
G. A. R. Memorial Day Corporation.....	123.36
Metropolitan Police Boys' Club.....	169.86 (Approx.)
TOTAL	\$67,934.95
Community Chest notices sent (estimate).....	925
Fund-raising luncheons and outside meetings attended.	10

- 2 -

**SECRET**

- 3 -

Entrance-On-Duty Orientation Program  
 Orienties.....  
 Alien Sponsorship Cases Processed.....  
 Agency Representative at Outside meetings and  
 conferences  
 Meetings attended..... 23  
 Conferences attended..... 3  
 Information Service  
 Inquiries (estimate)..... 1,200  
 Briefing of Agency personnel on Services Branch  
 Activities..... 55  
 Car Pools  
 Requests for transportation..... 46  
 Transportation offered..... 27  
 Clerical Workload - Individual Service items..... 5,022  
 Notary Public Services (January - June 1955 only) 154  
 Approval of requests for outside employment (January -  
 June 1955)..... 5  
 Employees assisted in preparation of Income Tax  
 Forms..... 60  
 Recreational Activities  
 Sports  
 1 Men's Basketball League..... 6 teams..... 58 members  
 1 Women's Basketball League..... 2 teams..... 16 members  
 5 Bowling Leagues..... 58 teams... 377 members  
 2 Softball Leagues..... 14 teams.... 284 members  
 1 Touch Football League..... 4 teams..... 50 members  
 Golf  
 Class A (under 85, no handicap).. 14 teams..... 28 members  
 Class B (over 85, 2/3 handicap)  
 Women..... 6 teams..... 12 members  
 Men..... 13 teams..... 26 members  
 Golf instruction group..... 70 members  
 Swimming Club..... 25 members  
 Horseback Riding Club..... 22 members  
 Fishing  
 Deep sea fishing..... 66 members  
 Casting..... 34 members  
 Hobbies  
 Chess..... 10 members  
 Art Classes..... 30 members  
 Pentagon Choral Club..... 25 members  
 Bridge..... 14 members  
 Social  
 Red Cross Hostess Group..... 32 members

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RECREATION TOTAL 1,179 Participants

- 3 -

**SECRET**

**SECRET**

- 4 -

D. Statistical Reporting Branch

1. During the past year, many special reports and rosters have been prepared by this Branch such as, graphic presentations of selected personnel statistical data for use by the Committee on Intelligence Activities, a study indicating personnel statistical trends for selected DDP Group data in FY 1954, personnel strength report for use by the DD/S reflecting all categories of personnel except foreign nationals employed by the Clandestine Services, a special study to determine the average elapsed time between date of security initiation and date of EOD for applicants in process for positions as Agency staff employees, a strength report for the DD/S indicating the distribution of support strength of covert activities and support for non-covert activities, and a tabulation of professional and clerical (GS-1 through GS-6) staff employees, staff agents and military personnel assigned to selected Offices by Division and Branch as of 31 October 1954.

2. Rosters, other than recurring ones prepared by the Statistical Reporting Branch, were on staff employees performing personnel type work as of 30 June 1954, staff personnel with former OSS experience, and retired military officers on duty as staff employees as of 31 December 1954. In addition to preparing a procedure for including staff agents and military personnel on the Position Control Register, arrangements have been made to have the Position Control Register produced monthly instead of quarterly. This Branch has also developed a sampling technique for use in obtaining selected Agency personnel statistics on a spot basis, and has prepared a series of 30" x 40" personnel statistical graphs denoting the changes in selected data from 1947 through the current month for use in briefing the Director of Personnel and the Deputy Director (Support).

3. Statistics - Recurring Requirements

Monthly - Statistical Reports.. 11	Rosters..16
Quarterly - Statistical Reports... 4	Rosters... 3
Semi-Annual - Statistical Reports...1	Rosters... 1
Annual - Statistical Reports.....3	

E. Transactions and Records Branch

1. All inactive folders have been returned from the CIA Records Center, and the Official Personnel Folders have been standardized and renovated. Cards have been prepared and filed on the 73,430 applicant files destroyed as a result of their review. One Diebold Super Elevator File has been installed in the Files Section to facilitate the filing of applicant cards, and a wheeldex has been installed for the Agency Locator File.

- 4 -

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- 5 -

2. Machine-run listings have been used for periodic audits on basic records such as Service Record Cards, Official Personnel Folders, Leave Without Pay control maintained by the Position Control Section, Agency T/O positions, In and Out Casual records, and unassigned personnel records. Periodic statistical reports regarding the National Security Council have been prepared and forwarded to the Civil Service Commission, and the processing of consultants has been completed for the next fiscal year. Determination has been made on the eligibility of employees for longevities under PL 763, and eligibility of employees, when requested, for conversion to competitive status under Departmental Circular 776.

3. Statistics - See Chart A and Chart B (attached)

SECTION 2. Objectives for 1955 - 30 June 1956 and Status of Current Program.

A. Central Processing Branch



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2. To date, an agreement has been reached with one carrier on the handling of unaccompanied air baggage, and it is expected that arrangements will be completed with the other carriers within 90 days. Also, a preliminary list is being compiled on the master stand-by list of employees for emergency TDY travel, and it will be submitted to the Security Office for concurrence within two weeks.

B. Correspondence Branch

1. Close work with other segments of the Office of Personnel will be stressed in order to improve procedures for the routing of files to the Branch for periodic interim correspondence, and to insure that letters dispatched from the Agency are both timely and appropriate. Emphasis will continue to be placed on the improvement of the format and content of letters.

2. The volume of correspondence is constant in comparison to that of last year, however, with the increased emphasis on the sterile recruitment of personnel for the Office of Communications, there is every indication that the number of letters prepared in the Branch will increase.

- 5 -

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**SECRET**

- 6 -

C. Employee Services Branch

1. This Branch plans to emphasize developing, inspecting and publicizing housing listings; explore new sources of revenue for the Recreation Association; increase the circulation of the Recreation Association Newsletter to all employees and increase its scope; revise the EOD orientation talk, and to meet the anticipated increase of interest in the car pool service. In addition, more emphasis will be placed on employee morale (this field, while it includes services, is much broader in scope and may require the services of a consultant).

2. In order to exchange ideas for program improvement, meetings will be held with other agency representatives, and more contacts will be made with operating officials to assist in determining employee needs. At the present, the Branch has already included recreation, career development, and security orientation in their EOD talk, and an investigation of the cafeteria prices and facilities has been initiated. They are developing a handbook on living conditions in Washington for prospective employees, and with the approval of the Single Fund Raising Campaign, will strive to make it a most successful program.

D. Statistical Reporting Branch

1. Objectives for this Branch include the converting of the current reporting system to meet the new staffing pattern. This will include the reporting of personnel according to workload burden and non-work burden. The expansion of reporting functions to include more career service data, which will probably result in a dual reporting system by both organization and Career Service. It is believed that two MPSR'S will be required that will necessitate two additional technicians and one typist.

2. Greater utilization of graphic presentation is planned, and greater statistical analysis of qualifications data with status data as well as establishment of more significant raw data in order to calculate trends and/or estimates of the personnel status for planning purposes.

E. Transactions and Records Branch

1. This Branch has posted new salaries, in accordance with PL 94, on the Service Record Cards and approximately 40% of the Official Personnel Folders. Another Diebold Super Elevator File has been ordered to complete the housing of applicant cards in the Files Section, and a Transactions and Records Manual is being prepared.

2. EOD procedures will be revised to include the mailing of several processing forms to applicants just prior to EOD date for completion. Service Computation Dates will be furnished MRD; MRD copy of appointment action now contains SCD; official personnel folders will be reviewed and all prior government service verified,

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**SECRET**

- 7 -

It is the aim of this Branch not only to effect a better system of charging-out official personnel folders to the operating components, but to place dividers in all official personnel folders as directed in OPM 20-803-7. The latter has already been initiated on new employee folders, and dividers have been prepared and placed in sets for use. The Transactions and Records Branch plans to improve the work-flow of personnel actions and develop its employees to the limit of their capacity.

### SECTION 3. Program Outlook for 1 July 1956 - 30 June 1957.

#### A. Central Processing Branch

It is not anticipated that there will be any major change in the scope or emphasis of this Branch during the budget year 1 July 1956 - 30 June 1957. There is a constant program of review and revision of operating procedures with primary emphasis on providing better service to the overseas traveler.

#### B. Correspondence Branch

An increased workload is anticipated during this and the next fiscal year, due to a closer control on having applicants receive interim correspondence prior to final acceptance for processing, or rejection. Also, there has been a great tendency towards personalizing letters and placing greater emphasis on appropriate correspondence. This implies that an increasingly larger percentage of letters will require individual composition. In order to be more effective and be able to meet appropriate deadlines, the Correspondence Branch will need two additional persons, a change in classification to higher grades on three jobs, and, probably, three additional I.B.M. electric typewriters.

#### C. Employee Services Branch

It is not anticipated that there will be any major change in the scope or emphasis of this Branch during the budget year 1 July 1956 - 30 June 1957. The aims of the Employee Services Branch are continually concerned with all phases of employee morale in providing and stimulating a well-rounded employee services program based upon a continual appraisal of conditions and demonstrated needs of employees.

#### D. Statistical Reporting Branch

Expansion of the Career Service reporting needs into a complete Career Service status record is anticipated. If the revised Employee Information Questionnaire is approved in FY 1956, this Branch will develop in FY 1957, an extensive correlation and trend data for use in requirements planning (current and future), involving language and area knowledge utilization, etc. It is also anticipated that

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- 8 -

briefings will be conducted which pertain to the personnel status situation for the various Deputy Directors in which graphic presentations pertaining to their specific Groups will be utilized.

E. Transactions and Records Branch

The workload of the Transactions and Records Branch has increased as a result of reorganizations of Agency components, the new fitness report program, the President's Fringe Benefits Bill which brought about the Eisenhower Insurance, extension of Social Security benefits, etc. In all reorganizations there invariably are large numbers of position changes and in the effecting of these changes, additional man-hours are required. The work in the entire Branch has increased to such an extent that an additional 500 hours of overtime has been authorized each pay period for approximately four months. This has been necessary in order to keep the work on a current basis. In addition, employees from the pool are used daily, involving approximately 1,000 man-hours per month. Assistance from the pool is helpful, but there is always a training problem - by the time an employee is trained to produce on the job, he received all of his clearances, and the training sessions begin all over again.

The Fitness Report Program was initiated during this period, resulting in an additional 160 work man-hours per month.

It is therefore estimated that an additional six clerks will be needed in order to carry out our program efficiently and successfully. It cannot be over emphasized that since this is a service organization and most of our workload has deadlines, the necessity for increased personnel to meet this workload is great. Prompt service is required for such requests such as folders to screen for urgently needed personnel, processing of promotions, T/O changes, etc. There is the processing of applicants such as prompt initiation of security, follow-ups, the entering on duty process, and it is felt that this would be an excellent opportunity to increase the good will within the Agency by responding with prompt and efficient service.

Attachments (2)

Chart A

Chart B

- 8 -

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## TRANSACTIONS AND RECORDS BRANCH

Annual Activity Report  
Fiscal Year 1955Workload StatisticsA. Position Control Section

- |   |        |        |
|---|--------|--------|
| 1. Number of forms 261 (T/O change authorization) received (period 7/26/54 to 6/30/55)..... |        |        |
| 2. Positions involved in T/O changes (period 5/9/55 to 6/30/55).....                        |        | 25X9A2 |
| 3. Phone calls to the central locator and information cards.....                            |        |        |
| a. Credit.....  | 7,529  |        |
| b. Locator.....   | 5,072  |        |
| Total.....  | 12,601 |        |
| 4. Phone calls of PI Clerks   |        |        |
| a. Incoming.....  | 5,875  |        |
| b. Outgoing.....  | 2,343  |        |
| Total (period 5/12/55 to 6/30/55).....  | 8,218  |        |

B. Files Section

- |   |         |        |
|---|---------|--------|
| 1. New folders established.....   |         |        |
| 2. Number of reject cards.....  |         | 25X9A2 |
| 3. Number of contact cards.....   |         |        |
| 4. New EOD folders made up.....   |         |        |
| 5. Number of Personnel Folders charged out to actions and individuals (period 8/2/54 to 6/30/55)..... |         |        |
| 6. Letters and interview reports (period 3/7/55 to 6/30/55).....                                      |         | 25X9A2 |
| 7. Number of applicant files charged out (period 6/13/55 to 6/30/55).....                             |         |        |
| 8. Number of pieces of mail inserted in applicant files (period 6/13/55 to 6/30/55).....              | 1,915   |        |
| 9. Pieces of file material received.....  | 111,430 |        |

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CHART B (Cont'd)

C. Transactions Section

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1. Security Initiations
  - a. Regular.....
  - b. Consultants.....
2. Cancellations
  - a. Regular.....
  - b. Consultants.....
3. EOD's
  - a. Regular.....
  - b. Consultants.....
4. Actions processed
  - a. Separations.....
  - b. Promotions (period 2/21/55 to 6/30/55).....
  - c. All others.....
  - d. Total.....
5. Full clearances (period 1/31/55 to 6/30/55).....

D. Office of the Chief\*

1. Photographs
  - a. Requested.....
  - b. Received.....
2. Personal History Statements
  - a. Requested.....
  - b. Received.....
  - c. Forwarded to reproduction.....
  - d. Received from Reproduction.....
3. Security Clearances for Files
  - a. Requested.....
  - b. Received.....

3938

\*Note: All totals under Section D, Office of the Chief represent the period 9/27/54 to 6/30/55.

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